

STATE OF CALIFORNIA

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national or marital status, disability, religious or political affiliation, age or sexual orientation.



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

INVITES APPLICATIONS FOR

EXECUTIVE OFFICER

BOARD OF CORRECTIONS

EXEMPT APPOINTMENT

SACRAMENTO, CALIFORNIA

MONTHLY SALARY

\$8,387 - \$9,072

FINAL FILING DATE:

UNTIL FILLED

The Board of Corrections (BOC) seeks a highly skilled leader to serve as its Executive Officer during a period of major correctional reform in California. The Executive Officer will be responsible for leading the BOC as it continues its role and function with local government while significantly expanding its role in working with state correctional organizations to ensure a more effective criminal and juvenile justice system in California.

The BOC is a State government organization currently responsible for working with officials in local corrections (county probation departments and county and city jails) to establish training standards for local correctional personnel, and to inspect local jails and juvenile detention facilities. BOC also administers federal and state criminal and juvenile justice grants to counties.

Under the Governor's proposed reorganization of the Youth and Adult Correctional Agency (YACA), the BOC would also assume responsibility for developing and approving standards for the state's adult and juvenile correctional institutions and for developing, approving and monitoring selection and training standards for California's correctional peace officer apprentices, as well as the training standards for advanced rank-and-file and supervisory state correctional peace officers.

Additionally, the BOC, long-respected by the Legislature and local government for its ability to obtain consensus among its state and local partners on potentially divisive issues, will be expected by the Agency Secretary (i.e., the Board Chair) to take a leadership role to expand the Board's role with local jurisdictions in moving them towards a more effective use of evidence-based practices to prevent crime, and reduce recidivism and victimization throughout the state. The Board will also significantly expand its role by setting standards for the operations of the state adult and juvenile correctional and parole systems.

The BOC is located in Sacramento, California. The Executive Officer is appointed by the Governor and serves at the pleasure of a 15-member board. The BOC is chaired by the Agency Secretary. The Executive Officer reports directly to the Secretary/Undersecretary of YACA.

QUALIFICATIONS

Potential candidates should possess the following:

- At least 5 years of executive management experience;
- Extensive knowledge of evidence-based and promising best practices from around the country in state and local adult and juvenile corrections, probation and parole;
- Successful collaborative leadership in instituting innovation and change in major operations and systems.
- Principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; and a manager's role in achieving an equal employment opportunity workplace.
- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices.
- Ability to establish and maintain cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches.

(Governor Schwarzenegger has a YACA reorganization proposal before the Little Hoover Commission and the Legislature that will restructure YACA, which includes changing the Agency name to the Department of Corrections and Rehabilitation. It will also change the name of the Board of Corrections to the Corrections Standards Authority and expand its responsibilities, as described above. For details of this proposal and the process for making these and other reorganization changes, go to <http://www.lhc.ca.gov/lhc.html> and refer to the section entitled Governor's Reorganization Plans.)

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging; meals; incidentals; mileage; sale of residence; moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration. Qualifying criteria will be provided to all who are selected for interviews in their interview notice.

REVIEW AND SELECTION PROCESS

An executive screening committee will evaluate the application materials submitted for this position and will select the candidates with the most desirable qualifications for interview. Interviews will be held in Sacramento.

HOW TO APPLY

Qualified persons must complete an appointment application from the Office of the Governor, file the application on-line with the Governor's Office, and also submit a copy of the application along with a resume of qualifications and experience to Cecilia Perrin, Examinations, California Youth Authority, at the address below. Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.governor.ca.gov/

Questions concerning the responsibilities of the position can be directed to:

Norma Burns Marshall
Board of Corrections
(916) 324-2626
nburnsmarshall@bdcorr.ca.gov

Questions concerning the screening and interview process can be directed to:

Cecilia Perrin
Examinations
California Youth Authority
4241 Williamsborough Drive
Sacramento, California 95823
(916) 262-2718
cperrin@cya.ca.gov